

The

INTERCHANGE

Monthly Newsletter for State Employees Prepared by State Employees



New Medicare Prescription Drug Benefit: How You Can Help Educate Hoosiers

Simple, honest help.
the State of Indiana

Mitchell E. Daniels, Jr., Governor

Dear Fellow State Employee:

You can join Governor Mitch Daniels in our State's effort to help thousands of Hoosiers cover the costs of prescription drugs through the new Medicare Prescription Drug Benefit. All Medicare beneficiaries may now enroll in one of the prescription drug plans available through this new Medicare benefit.

On November 15, the Governor officially launched the State's Medicare education effort called "Simple, honest help." The program includes ads on radio stations and in newspapers throughout the State as well as an outreach initiative with speakers attending hundreds of meetings at community centers, churches and other gatherings of older Hoosiers and Hoosiers with disabilities.

Because there are 42 different plans from which to choose, the process can become complicated and this is where you can help. The Governor and I ask you to help in the following ways:

- Encourage your parents, grandparents or other Medicare eligible friends to enroll now. There will be increases in premiums if they enroll after May 15, 2006.
- If they have questions about the prescription benefit or in selecting the best plan for them, encourage them to contact the State's "Simple, Honest Help" phone center at **1-800-452-4800**. They will also learn about assistance for Medicare drug benefit out-of-pocket costs provided through the State's Hoosier Rx program for seniors.
- Direct them to additional assistance available from the Medicare offices by phone at 1-800-MEDICARE (1-800-633-4227) or on the Medicare web site at www.medicare.gov.

Thank you for your support in this effort again showing how Hoosiers continue to help each other in so many ways.

Sincerely,

E. Mitchell Roob, Jr.
Secretary
Family and Social Services Administration



Medicare Prescription Drug Coverage

Important Dates

Jan. 1, 2006

Coverage begins for
people who have joined
by Dec. 31, 2005

May 15, 2006

Last day to join
a plan offering
coverage for 2006

Nov. 15 - Dec. 31, 2006

Next opportunity to enroll

Need Extra Help??

Frequently Asked
Questions (FAQs)
can be found at
www.medicare.gov

Or call for live help:

1-800-MEDICARE
(1-800-633-4227)
TTY: 1-877-486-2048
24 hours a day,
7 days a week!



Attention State Employees: Find Your Next Promotional Opportunity Through PeopleSoft

As you may have heard, the State Personnel Department recently completed implementation of the new online job bank and application process. Now, as a State Employee, you can find your next promotional opportunity through PeopleSoft, available online at www.indianastatejobs.org.



When you visit the website, simply click on “*Current State Employees*,” then “*Apply to State Jobs*.” Click inside the blue box at the bottom of the page that says “*Employees Click Here*,” and you’re ready to go! Your user ID and password are the same as you recently used during open enrollment. If you need assistance with your password, contact the IOT help desk at 234-HELP, option 1.

Once you are logged into PeopleSoft, please click “*Employee Self Service*” located in the menu at the left hand side of the page. Then click “*Recruiting Activities*” and finally “*Recruiting Activities Home*.” This page will allow you to search for jobs, apply for a job, create an online resume or check the status of your application. The new job bank will allow you to search for all postings or to specify search options for vacancies. To view all statewide job postings, click the “*View Job*



Postings” link and do not select any categories, locations or other criteria; simply scroll down and click on the yellow “search” button. If you would rather search by geographical location such as by county or city, click on the magnifying glass next to the Location box. Enter the city or county name and click the yellow lookup button.

To apply for a job, add it to your job basket and then click the “*Apply to Jobs in Basket*” button.

If you need assistance or have a question, please don’t hesitate to contact the recruiting team at jobs@spd.in.gov, or call (317) 232-0200 and ask to speak with a Recruiter. Visit www.in.gov/jobs/stateemployment/apply.html for complete step-by-step instructions.

If you haven’t accessed the new system yet, give it a try! Your next opportunity may be only a click away.

With continued use we are sure you will discover the many advantages available with the new system. Did you know, for example, that the new online application process now allows you to:

- o View postings the second they are posted since the job bank is updated immediately and no longer just produced on a weekly basis.
- o Store your resume in our system and save it for future use. No more wasting time standing at the photocopier or buying stamps
- o Utilize a Job Bank Search Agent, which is your private Search Engine for the Job Bank, that notifies you when the job you have been waiting for is posted
- o Apply for multiple positions of interest at one time with just a click of the mouse.
- o Monitor the status of each application you submit.



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INShape Indiana urges Hoosiers to be 'Healthy After 50'

To address the special health needs of individuals over age 50, INShape Indiana has launched a new, "Healthy After 50" section of the Web site at www.INShape.IN.gov.

The Healthy After 50 section will provide Hoosiers over the age of 50 with information and links to services and programs related to nutrition, physical activity, and overall wellness.

Health officials say that obesity in older individuals is undesirable because it greatly increases the risk of diabetes, joint disorders, breathing difficulties, and possible immobility. At the same time, being underweight is a challenge for many Hoosiers over age 65.

"Energy requirements decline with age, particularly if physical activity is restricted," said State Health Commissioner Judy Monroe, M.D.. "However, requirements for protein, vitamins, and minerals remain the same, so it's imperative that food choices are nutritionally dense, supplying a rich supply of nutrients in a small volume."

"The goal for launching Healthy After 50 is for INShape Indiana to provide older Hoosiers with resources to help them maintain a healthy diet and an active lifestyle, as well as being a clearinghouse of information on services to promote overall wellness," Dr. Monroe said.

Included in the nutrition section of the Healthy After 50 section are helpful tips on food choices, including ideas for quick and nourishing snacks. The physical activity portion of this section emphasizes the importance of people over 50 staying active, and offers a sample work out routine for older individuals.

"To maintain your good health, regular exercise is one of the most valuable things I could recommend, along with healthy eating and no smoking," said Annabelle Hartman, 90, INShape Indiana participant. "You can start exercising at any age. INShape Indiana can help you find places like the YMCA, where I work out, so that you can have a safe place to go to be cared for and supported. Go get moving today so you can lead a long and healthy life, like me."

(continued on page 4)

Get Friends and Family to Help You Achieve Your New Year's Resolution: Beat Tobacco Addiction

If you're concerned about the effects that smoking has on your health, you're probably not the only one. More than likely your family and friends would also like to see you eliminate this deadly addiction from your life and reduce your risk of developing cancer, heart disease or other illnesses.

In addition, your end to the tobacco addiction would also help these loved ones to not breathe the secondhand smoke and face risks to their own health from your cigarettes. This is the number one reason why you should recruit your strongest supporters – family and friends.

People in the process of quitting find it easier to get off and stay off cigarettes if they have support. Family and friends can offer encouragement when your willpower is low, distract you during urges and applaud your successes.

Also, if you have trusted advisors who are former smokers, they can give you practical advice with a voice of experience.

Here are some suggestions on how to recruit help from your inner circle, courtesy of the University of Rochester Medical Center:

- Warn the people close to you that you may be in less of a good mood than normal for a few weeks after you give up smoking. They'll need to extend plenty of patience.
- Ask them to be available to offer you encouragement and a listening ear whenever you need to talk.
- Ask them to distract you with activities to keep your thoughts off smoking, like going for a walk, seeing a movie or going out to eat.
- Ask people who smoke not to do it around you, particularly when you can't get away from it, like in a car.

Request their understanding if you need to avoid activities with them in which you would usually smoke, like card games.

- Ask family members who smoke to not smoke in the home, and to avoid laying their cigarettes out where you can find them.

And when you celebrate your six-month or year anniversary from smoking, be sure to invite these people to the party!

As part of the INShape Indiana program, Indiana Tobacco Prevention and Cessation (ITPC) is providing additional resources to help employees quit smoking. In support of this ongoing initiative, facts about tobacco use and its effects on state employees appear monthly in The Interchange.

If you or a loved one needs help quitting smoking, call 866-515-5433 or visit www.WhiteLies.tv.

TRAINING PROGRAMS

February 2006

Date	Time	Class	Cost
1	9:00 - 1:00	CERT**Admin. Investigations**	\$25/Program Fee
2	9:00 - 1:00	Information & Records Management	Free
7	9:00 - 1:00	Family Medical Leave**	Free
8	9:00 - 12:00	Short/Long Term Disability /Workers' Compensation	Free
14	9:00 - 12:00	Workplace Harassment Prevention	Free
15	10:00 - 11:30	PERF: Your Retirement Program	Free
15	1:00 - 3:30	Hoosier S.T.A.R.T.	Free
16	9:00 - 4:00	Personnel Rules	Free
21	8:30 - 12:30	Preventing Violence in the Workplace	Free
23	8:30 - 4:30	Pre-Retirement Planning Program	Free

NOTE: All classes will be held in the State Conference Center except where noted.

"CERT" denotes training sessions of the Comprehensive Employee Relations Training (CERT) program. Additional information about the CERT program is found as a separate heading on the State Personnel Department's Training Home Page. *The fee for the CERT program** is \$25.00 per participant and includes all 8 classes in the CERT program.

**These classes are only offered to SUPERVISOR/MANAGERS AND/ OR HUMAN RESOURCES PERSONNEL.

Classes that require a fee are noted. Obtain your supervisor's approval to attend.

For more information or to register, you will need to contact your agency training contact person (ATCP).

NOTE: The State Personnel Department is now offering HRCI (Human Resource Certification Institute) Credit for completion of select classes, which can be applied toward recertification of the Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) certifications. For more information, visit the State Personnel

Department's Training website: <http://www.in.gov/jobs/training&development/0homepag.htm>

'Healthy After 50' - continued

Highlighted in the wellness section is a link to the Rx for Indiana program. The Rx for Indiana Web site, at www.RxforIndiana.org, has information for older Hoosiers on the new Medicare prescription drug program. November 15 was the first day for the nearly 900,000 Hoosiers enrolled in Medicare to sign up for the new Medicare prescription drug program, which will be provided through private plans.

The Healthy After 50 section was developed with assistance from the Center for Aging & Community at the University of Indianapolis, Eli Lilly and Company, the Fisher Institute for Wellness and Gerontology at Ball State University, The Coalition for Living Well After 50, Ismail Center at Purdue University, and AARP Indiana.

"INShape Indiana is an excellent step toward developing healthier Hoosier habits by empowering individuals of all ages to take control of their lifestyle choices with the active support provided by this program," said Connie Beran, Academic Program Director of the Center for Aging & Community.

For more information regarding "Healthy After 50", visit www.INShape.in.gov or call 1-800-433-0746.

Kick off the New Year!!



Artwork provided by Jerry Williams, State Personnel Dept.

The Interchange

Published by the State Personnel Department. Printed as a courtesy of Central Printing - Dave Sandlin, Manager. Distributed as a courtesy of Central Mail.

 Printed on Recycled Paper